

## What is the Process for Site Plan Review?

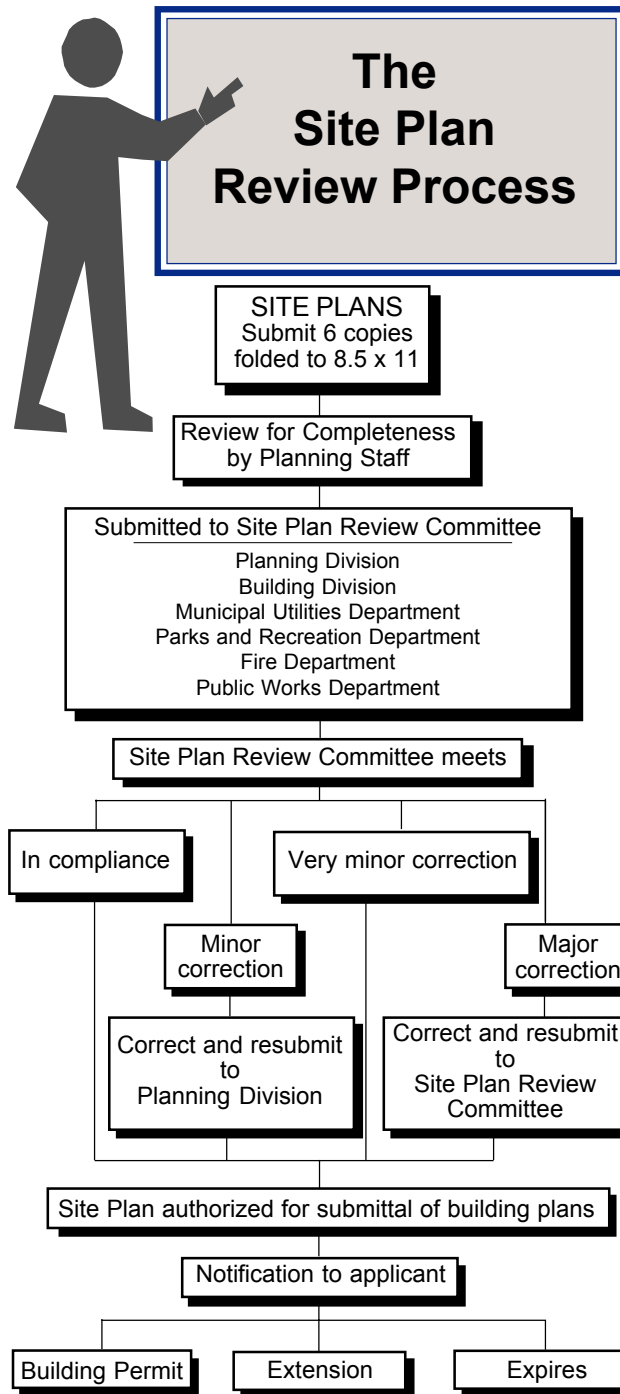
After the Site Plan is submitted to the Planning Division, it is reviewed to see if the information is complete. If the information and site plan are complete, the site plans are distributed to members of the **Site Plan Review Committee** which consist of a staff member from the Building Division, Planning Division, Fire Department, Municipal Utilities Department, Public Works Department, and Parks and Recreation Department.

The Site Plan Review Committee meets every Wednesday to review all site plans submitted by noon of the preceding Monday.

The Committee could decide that the Site Plan is:

- In compliance and would authorize submittal of building plans;
- In need of a very minor correction which will be identified in red on the Site Plan and would authorize submittal of building plans;
- In need of a minor correction, but one of sufficient concern that it would require corrections to the Site Plan and resubmittal of the Site Plan to the Planning Division to verify the revisions and subsequently authorize submittal of building plans. The corrections needed would be identified in red on the Site Plan and returned to the applicant; or
- In need of a major correction that would require corrections and resubmittal for review by the Site Plan Review Committee. The corrections needed would be identified in red on the Site Plan and returned to the applicant.

After the Site Plan has been stamped and authorized for use, a notice will be sent to the applicant stating that fact. The notice will also state the number of copies of the signed and stamped Site Plan and Building Plans that will need to be submitted for a Building Permit. **One of the Site Plans submitted must be the original; signed and stamped copy.** Building Plans cannot be accepted for applicable projects without the original signed and stamped Site Plan copy. Any changes to the Site Plan following it being signed-off would render it null and void.



## Site Plan Review

Permit Center  
345 N. El Dorado Street  
Stockton, CA 95202  
(209) 937-8266  
(209) 937-8893 FAX

# WHAT IS SITE PLAN REVIEW?

**Site Plan Review** is a voluntary review procedure for proposed projects that require a Building Permit or will result in the change of an existing use or change in occupancy. The purpose of Site Plan Review is to review site plans for compliance with the City of Stockton standards and requirements prior to submittal of a Building Permit. This is to ensure that proposed projects comply with these requirements before time and money have been spent preparing Building Plans in order to expedite the Building Permit process.

## Should All Building Permits Have Site Plan Review?

It is expected that the following would **not** need Site Plan Review:

- Single Family Residential, duplexes and triplexes;
- Building Permits that do not result in a change in the existing footprint of an existing building (including improvements to the interior of a building and reroofing, painting, and maintenance items) and do not involve a change in use or occupancy;
- Projects with approved development applications; and
- Stand alone fences and walls no more than six feet in height.

## Do I have to Participate in Site Plan Review?

No, Site Plan Review is strictly voluntary. If you do not wish to participate, you would submit your site plans at the time you submit your building plans, as is done now. At that time, the site plan would be sent to the various departments for their review and comment. If any corrections are necessary, they would be made at that time. This could result in additional time and money to revise your site plan and building plans. It is the aim of Site Plan Review to decrease the need for such changes which could cost additional time and money.

## Is Site Plan Review Subject to CEQA?

As a non-discretionary permit, Site Plan Review is not subject to the requirements of the California Environmental Quality Act (CEQA).

## How Long Should Site Plan Review Take?

Depending on when you submit your site plan and whether the submittal is complete, Site Plan Review can take as little as three days. The average would be one week for submittals that are complete. If the submittal is incomplete, the length of time of the review would depend on the amount of time taken by the applicant to submit a complete site plan.

## What and where do I Need to File?

Six copies of a complete Site Plan would need to be submitted to the Planning Division of the Community Development Department, 345 North El Dorado Street. Each site plan would need to be on a minimum 18" x 24" sheet and contain the information required on the checklist to the right.

## What is Considered?

The primary purpose of Site Plan Review is to determine if the physical layout of a particular project conforms with the following:

- the Uniform Building Code,
- the General Plan and applicable specific plans and master development plans
- Chapter 16 - Planning and Zoning Ordinance
- the Stockton Municipal Code, and
- Stockton's Standard Specifications and Plans

Among the factors considered are building size and placement, setbacks, access to streets and public utilities, improvements, parking, and use and occupancy.

## How Long is the Site Plan Good?

The stamped Site Plan is good for one year, except as related to issues of health and safety. If at the end of that time, a Building Permit has not been applied for, an extension of up to one year may be requested, but any extension must be in compliance with the requirements applicable at the time of the extension request.

## Site Plan Review Checklist

### 1. ALL information on minimum 18" x 24" sheet.

### 2. Description information:

- ☐ Date
- ☐ Name of contact
- ☐ Address of contact
- ☐ Phone number of contact
- ☐ Situs address
- ☐ APN
- ☐ Project description
- ☐ Description of prior use, if applicable
- ☐ Square footage of parcel
- ☐ Square footage of structure(s) *existing & proposed*
- ☐ Building height
- ☐ Number of stories and/or mezzanines
- ☐ Coverage (%)
- ☐ Number of employees
- ☐ Number of parking/handicap spaces

### 3. Site Plan:

- ☐ Scale
- ☐ North arrow
- ☐ Property line
- ☐ Locate and identify streets or rights-of-way
- ☐ All structures, existing and proposed, with a floor plan identifying the uses
- ☐ Dimensions from building(s) to building(s) and building(s) to property line
- ☐ Setbacks
- ☐ Parking with numbered spaces (highest circled) and spaced dimensions and aisle widths
- ☐ Signs
- ☐ Easements
- ☐ Utility lines and points of connection, on and off-site
- ☐ On-site hydrants and other public facilities

All improvements with details and dimensions:

- ☐ Driveways
- ☐ Sidewalks
- ☐ Right-of-way line
- ☐ Edge of pavement
- ☐ Curbs, gutters, and other improvements
- ☐ Landscaping areas, including location of trees
- ☐ Fences and walls, with heights

